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PLEASE PASS TO CLO COORDINATOR, HRO AND MO

E.O. 12958: N/A  
TAGS: AMGT, KFLO, APER  
SUBJECT: NEW APPLICATION DEADLINE - EMPLOYMENT  
OPPORTUNITY IN THE FAMILY LIAISON OFFICE

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1. Summary: The following is an announcement of a vacancy in the Family Liaison Office (M/DGHR/FLO). Please pass to CLO Coordinator and publish widely in your mission. Please send a copy to family members and members of household interested in employment and returning to Washington, D.C. The application deadline for this announcement is August 28, 2006.

2. Title: Program Assistant (OA), Family Liaison Office (M/DGHR/FLO), GS-303-7, full time, 2-year limited appointment, excepted service, schedule A. The selected candidate will receive a 2-year non-career term appointment with benefits (FERS, TSP, FEGLI, and FEHB).

3. The Foreign Service Act of 1980 mandated the establishment of the Family Liaison Office to facilitate the employment of family members and to carry out such other functions as the Secretary of State may designate. The Office assists both employees and family members, including members of household, in the areas of family member employment, education counseling, crisis support, and expeditious naturalization. FLO provides support to evacuees from overseas missions, is the functional office for the worldwide Community Liaison Office (CLO) program, and organizes Washington and overseas training conferences annually. The Family Liaison Office (FLO) serves clients from the Department of State, as well as from many agencies assigning personnel abroad including U.S. Agency for International Development, U.S. Commercial Service, Department of Commerce, the Justice Department and Peace Corps, to name a few. FLO produces numerous publications and information papers. You may research information about FLO on our Intranet web site (<http://hrweb.hr.state.gov/flo/index.html>) or Internet [www.state.gov/m/dghr/flo](http://www.state.gov/m/dghr/flo).

4. The Program Assistant in the Family Liaison Office reports to the Deputy Director through the Youth and Education Officer and the Crisis Management and Support Services Officer, and provides administrative support to the two program areas. Major responsibilities of the position are:

A. Provide information and referral on education and youth programs and support services to Foreign Service employees and their families.

B. Develop, administer, and maintain various statistical records and databases depending on program needs, such as those used to track evacuees and various school demographics.

C. Research issues in order to formulate advocacy positions for FLO; write and update resource materials and publications that are posted on the FLO website.

D. Analyze data, regulations and allowances related to education, youth services, and support services such as evacuations, divorce and separated tours.

E. Coordinate, design, and deliver briefings on FLO and CLO services for specialized audiences. Conduct briefings for the Support Services or Education portfolios, as needed.

F. Assist in the delivery of CLO training on evacuation preparedness and on education and youth issues.

G. Provide assistance with planning, scheduling and coordinating specific programs related to Education and Youth and Support Services.

H. Identify topics of interest and periodically write articles and news briefs for Family Liaison Office publications.

I. Maintain resource files including post files, books, articles, and other publications relevant to the target programs and carry out bibliographic and internet research as requested.

J. Prepare and update cables and correspondence, and coordinate large mailings.

K. Assist the Support Services Officer to provide support to employees and family members who have left post on evacuation.

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L. Serve as point of contact for Youth activities, and

support Youth programs and awards ceremonies.

M. Develop appropriate contacts with other offices and bureaus to facilitate good working relationships.

5. Qualifications (ranking factors): Applicant is requested to address the following factors individually in a supplemental written statement submitted with the application material. Applicant must be a U.S. citizen and be able to demonstrate first-hand knowledge of the economic, employment, educational, and social issues impacting members of the Foreign Service community gained through having lived or worked in an overseas embassy or consulate community for a minimum of four years which provided an opportunity to demonstrate:

A. Knowledge of the Family Liaison Office goals and objectives and relationships of the assigned program with other key functions within the office.

B. Ability to apply basic analytical methods to various aspects of assigned program or project areas, specifically regulations relating to education issues for Foreign Service children and youth, crisis management and evacuation procedures.

C. Ability to communicate clearly and concisely both orally and in writing. Experience in giving presentations and briefings considered a plus.

D. Ability to work as part of a team.

E. Ability to compose correspondence and other written material related to FLO program areas.

F. Computer skills required, especially knowledge of Microsoft word processing, spreadsheet applications, and internet searches (training will be available).

G. The Family Liaison Office hopes to fill the position as soon as possible. Availability is a key factor. Please note the closing date below.

6. How to apply: interested individuals may submit one of the following: an optional application for Federal employment (OF-612), a SF-171, a federal resume or any other written format (see important instructions for submitting a resume at the end of this announcement).

In addition, each candidate must submit a supplemental statement that addresses each ranking factor and explains in detail how the applicant's experience (paid or unpaid), education or special training relates to those qualifications (see item 4 under paragraph 7, additional information).

Applications which are incomplete or mailed in

government envelopes will not be considered. Send applications to Tracy Young, HR/EX, room H-726, SA-1, Department of State, Washington, D.C. 20520. Applications may also be faxed to Ms. Young at (202) 663-2371. The application must be received by close of business August 28, 2006.

If there are any questions regarding this position, please call Leslie Teixeira, Deputy Director, M/DGHR/FLO, at (202) 647-1076. Applicants may want to email (teixeiralm@state.gov) cable, or fax (202-647-1670) their intention to apply to Ms. Teixeira.

7. Evaluation method: determination of basic eligibility and evaluation of the applicant's experience, education and training will be based solely on a review of the Federal application or resume. It is imperative that the information provided be in sufficient detail to permit accurate evaluation of eligibility and background as they relate to the qualification requirements listed in the announcement.

8. Additional information: 1. All current Federal employees and reinstatement eligibles must submit a current performance appraisal and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS 1812 (applicant appraisal) or equivalent form from another agency, signed by the current supervisor, is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS 1812 may be submitted.) 2. All applicants claiming veterans' preference must provide

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proof of eligibility. 3. All other applicants (non-status) must submit information identified above. 4. All applicants must submit information that addresses the ranking factors (qualifications) in this announcement. 5. All applicants should submit SF-181, race and national origin form (for statistical purposes only).

9. Privacy act information: the Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States code. The information requested is needed to evaluate your qualifications. Other laws require inquiring about citizenship, military service, etc.

10. Information for those who wish to submit a resume: please note that although neither the format nor a particular application form is specified, there is certain information that applicants must provide in

order to determine if the legal requirements for Federal employment have been met and to evaluate one's qualifications. If a resume format is used, it must contain the following information for the applicant to be considered for the position.

A. Personal and educational information: 1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code; 2. Social Security number; 3. Country of citizenship (most Federal jobs require U.S. citizenship); 4. Veterans' preference (proof of eligibility required); 5. Highest Federal civilian grade held, including series, beginning and ending dates; 6. Name, city and state of last high school attended and date of diploma or GED; 7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

B. Work experience and other qualifications: applicants must provide information on their work experience, both paid and non-paid, that is related to the position for which they are applying, including:

1. Job title (series and grade if Federal employment);
2. Duties and accomplishments;
3. Employer's name and address;
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor);
5. Starting and ending dates of employment (month and year);
6. Hours worked per week;
7. Salary;
8. Any other qualification, including: job-related training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications).

11. FLO STRONGLY recommends that applicants contact the Career Development Resources Center (CDRC) for guidance on the preparation and submission of an application for a U.S. government position. They can be contacted via telephone at 202-663-3042, via fax at 202-663-3146, and the email is [CDRC@state.gov](mailto:CDRC@state.gov). The CDRC is located at SA-1, Room L321, Columbia Plaza, 2401 E Street, NW, Washington, DC 20520. This service is available at no cost to Department of State employees and family members of US Government employees serving overseas under Chief of Mission authority. The intranet website is <http://hrweb.hr.state.gov/csp/cdrc/index.html>.

12. Minimize considered.  
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